LEVEL: STAFF INFORMATION SYSTEMS ANALYST (SPECIALIST) TITLE: BIS Data Management Team	POSITION NUMBER: 065-501-1312-014

WORK SETTING: Under the general supervision of the Senior Information Systems Analyst (Supervisor), the Staff Information Systems Analyst (SISA) (Specialist) is responsible for extraction, cleansing and conversion of data from legacy systems. The SISA drives data management efforts with field support, technical teams, personnel staff, as well as external program areas. The SISA is responsible for cleansing and converting data into formats required by the department's ERP system. The SISA needs to have a strong knowledge of database management and programming concepts. Additionally, the SISA assists in performing complex information technology system design, development, testing and implementation of interfaces, programs and reports related to business process solutions. Specific expertise includes knowledge of and experience with: technology concepts, practices, and methodologies that emphasize the phases of the systems development life cycle.

The work includes ensuring compliance with contracting policies, regulations, and vendor requirements. By working with BIS team members and Department staff, the SISA will identify and develop standard business practices for integration into the BIS Project. The position requires identification of software changes and change impact assessments of the current system. The primary goal of the BIS Project is to implement an automated, integrated and standardized Enterprise Resource Planning (ERP) Solution for the California Department of Corrections and Rehabilitation. The project will improve efficiency and accountability in the tracking of Department finances, human resources, business processes and assets. Therefore, improving the availability and integrity of data.

BIS is located at 1900 Birkmont Drive, Rancho Cordova, California. The complex provides free parking and the office is furnished with new modular furniture. There are windows that provide natural lighting and florescent overhead lighting is available throughout the building.

Travel and overtime will be required.

CONTACT WITH OTHERS: The incumbent has regular contact with:
- Adult Institutions and Juvenile Justice Facilities — Warden, Chief Deputy Warden, Associate Warden, Business Manager, Superintendent, Executive Superintendent, Assistant Superintendent, and Business Operations.
- Headquarters— Office of Fiscal Services, Budget Management, Business Management, Facilities Management, Contract Management, Enterprise Information Services, Human Resources, Labor Relations, Civil Rights, Risk Management, Policy and Evaluation Division and other Headquarters Divisions
- Control Agencies—State Controllers Office, Department of Finance, Department of Personnel Administration, State Personnel Board, Department of Technology Services, State Compensation Insurance Fund, and Department of General Services.
- Audit Groups – State Controller's Office, Department of Finance, Bureau of State Audits and CDCR Office of Compliance.

SUPERVISION EXERCISED: Does not apply

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
BUSINESS INFORMATION SYSTEM PROJECT
DUTY STATEMENT

SUPERVISION RECEIVED: Senior Information Systems Analyst, Supervisor

Duties

45%   Performs data cleansing processes on data from legacy systems. Consults with BIS project functional and technical teams to gather and implement data mapping solutions. Uses a data cleansing tool to analyze, consolidate, cleanse and convert data (using SQL/DB programming skills) as needed for the ERP system. Contributes to the design and development of reports. Creates and maintains interfaces. Documents the end-to-end data cleansing processes and executes these processes for all needed conversion objects.

30%   Works on SAP BI/BW reports. Designs and develops Cognos reports. Manages interfaces internal and external to CDCR and BIS. Understands SAP data security concepts. Designs, develops, and converts data based on requirement specifications documentation. Designs, develops, and tests interface specifications and programs. Performs software functionality testing. Performs disaster recovery plan testing.

20%   Participates in the development of methodologies and standards. Participates in formal and informal training programs to strengthen programmer/analyst and data management knowledge and skill set. Demonstrates proficiency with the available tools, methods and procedures to complete assignments. Educates self and others in CDCR's business and technical processes. Participates in Division and team meetings and activities. Communicates with customers via phone, email and internet. Works with vendors to resolve issues. Performs other functional and technical support duties as required by BIS.

5%   Prepares written documentation in a variety of formats, including but not limited to: Microsoft Word, Excel, and Access.

This Duty Statement, including the activities, objectives, and performance standards, has been reviewed by the undersigned.	
Employee's Signature	Date
Supervisor's Signature	Date